

CIVIL AIR PATROL  
Headquarters  
Maryland Wing  
P.O. Box 18341  
Baltimore MD 21240-8341

MDWG Supplement 1  
CAPR 190-1  
22 September 2001

## **Public Affairs**

### **GUIDE TO CIVIL AIR PATROL PUBLIC AFFAIRS**

CAPR 190-1, 1 May 2000, is supplemented as follows:

**10-3h.** Units will submit their public affairs activities on MDWGF 190, Public Affairs Quarterly Report, to their group and wing public

affairs officers within ten days of the end of each quarter.

JOHN F. REUTEMANN III, C/Lt Col, CAP  
Administrative Officer

LAWRENCE L. TRICK, Col, CAP  
Commander

1 Attachment:

1. MDWGF 190 (Public Affairs Quarterly Report)

## PUBLIC AFFAIRS OFFICER'S QUARTERLY REPORT

RANK/NAME/ADDRESS				UNIT	QUARTER	CY
SM				MD	1st	
				HAVE YOU BEEN PROMOTED SINCE LAST REPORT?		<input type="checkbox"/> YES <input type="checkbox"/> NO
HOME PHONE	WORK PHONE	EMAIL ADDRESS	ARE YOU A NEW PAO?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
ARE YOU ENROLLED IN THE PAO SPECIALITY TRACK?			<input type="checkbox"/> YES <input type="checkbox"/> NO	PAO RATING	None	
<i>Please see CAPP 190-1 for details to complete this report. Mail your completed report to MDWG/PA. Keep a copy for your files and send one copy to your unit commander. Report must reach MDWG/PA no later than the deadline. If additional space is required, please use an additional sheet.</i>						
<b>I. Printed Media Activities</b> <i>This includes all news releases submitted to newspapers and CAP NEWS as well as articles appearing in newspapers and CAP NEWS. Please include copy of published story and/or release.</i>						
Date	Publication	Topic			Length (inches)	
<b>II. Electronic Media Activities</b> <i>This includes all radio and television appearances and interviews about your unit.</i>						
Date	Station (radio/TV)	Topic			Length (time)	

**III. Community Relations Activities**

*This includes all CAP presentations to community organizations, recruiting activities, participation at community events, and unit events when public invited (i.e. open houses)*

Date	Event	Activity	# Attended

**IV. Internal Information Activities**

*This includes unit newsletters or other unit publications (flyers, brochures, etc.), website URL, and any other PA activities within the unit. (Please include copy of newsletters, flyers, brochures, etc.)*

Date	Description

**V. Miscellaneous Activities**

*This includes any other public relations activity such as attendance at conferences, PAO and Mission IO training, etc*

Date	Activity	Description	Comments